

No: Y15-109

Title: Requirements for Printing, Duplicating, and Copying

Revision: 02/23/2004

This procedure establishes the requirements for acquiring printing and duplicating services and defines the process for obtaining printing and copying equipment.

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**BWXT Y-12, L.L.C.**  
**Management Requirements**

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BWXT Y-12  
Procedure

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M. G. Wright/s/ 4/05/04  
Written By/Signature/Printed Name Date

**Approvals:**

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Functional Area Manager/Signature/Printed Name Date

D. S. Griffith/s/ 3/12/04  
Executive Manager/Signature/Printed Name Date

4/14/04  
Effective Date

**Concurrence:**

This document has completed the management  
requirements process.

S. G. Brown /s/ 4/13/04  
Requirements Management

This document has been reviewed by an  
Authorized Derivative Classifier and  
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This review does not constitute clearance  
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D. R. Smith/s/ 4/06/04

Signature and Date

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**REVISION LOG**  
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Revision Date	Description of Change	Pages Affected
02/23/2004	DMR 04-CS-01  Expanded scope to include how to obtain printing and duplicating services, both in house and GPO. Updated references to source documents and clarified Title 44, United States Code, <i>Public Printing and Documents</i> .	All
11/01/2000	On Record	

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<b>PURPOSE</b>	<p>This procedure establishes the requirements for acquiring printing and duplicating services and defines the process for obtaining printing and copying equipment.</p>
<b>APPLIES TO</b>	<p>This procedure applies to all procurement of printing and duplicating services. Printing is regulated by the Joint Committee on Printing (JCP), U.S. Congress, Public Law 102-392, and Title 44, U.S. Code. Requirements are specified in the BWXT Prime Contract. Such work should be obtained through the U.S. Government Printing Office (GPO) or an authorized printing facility. Communications Services manages the authorized printing facility for BWXT Y-12 and oversees all procurement through the GPO. Procurement of printing and duplicating equipment and related/auxiliary equipment is also regulated by the JCP. All such equipment is to be located in an approved printing facility.</p> <p>Convenience copiers are obtained through the Communications Services Copier Management Program via a lease subcontract awarded by Y-12 based on pricing agreements negotiated between Y-12 and the vendor. This subcontract provides Y-12 with the most cost beneficial terms for convenience copying. Individual purchase or rental of copiers outside of this subcontract should not be made.</p> <p>This procedure does not include the requirements for copying classified matter or obtaining classification reviews (see Y19-203, <i>Manual for the Protection and Control of Classified Matter</i>).</p>
<b>OTHER DOCUMENTS NEEDED</b>	<ul style="list-style-type: none"><li>• Y19-203, <i>Manual for the Protection and Control of Classified Matter</i>, February 2004</li></ul>
<b>WHAT TO DO</b>	<p><b>A. Acquiring Printing and Duplicating Services</b></p>
<b>Requestor</b>	<ol style="list-style-type: none"><li>1. Identify job requirements that necessitate need for printing and duplicating services.</li><li>2. Contact Central Print Shop by phone at 574-0002 or in person in Building 9739.</li></ol> <p>Unclassified work can be sent via the network from the Printing Services web page.</p>

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3. Specify requirement and send job electronically (electronic submissions are unclassified only) or deliver in person.

Give pertinent information (e.g., name of requestor, job specifications, due date) and provide a valid charge number.

**Printing & Copier Management**

**NOTE:** The optimum processing time for GPO requests is 15 days. Shorter turnaround time increases costs. This will factor into the decision to use GPO procurement. All classified and business sensitive work is processed in-house.

4. Determine most cost-effective way to process job either in-house or through the GPO then process request.

Two-sided copying and recycled paper will be used when practical.

5. Process request and notify customer when job is completed.

**Requestor**

6. Pick up completed job at Central Print Shop.

**B. Obtaining Copiers through the Copier Management Program****Requestor**

**NOTE:** Users are charged a cost-per-copy rate per model. The cost per copy includes installation, movement, removal, maintenance, user training, meter readings, and all supplies except paper.

1. Obtain management approval to obtain copier through copier lease program.
2. Contact Printing and Copier Management at 574-7937 to discuss needs and make a request for new, replacement, or additional copier.

**Printing & Copier Management**

3. Evaluate request for new, replacement, or additional copier in relation to copy volume and needs, nearest copier locations, and type of equipment required.

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**WHAT TO DO****B. Obtaining Copiers through the Copier Management Program (cont.)****Printing & Copier Management**

4. Provide product and related service and cost information to requestor for review.
5. Coordinate delivery date with vendor and requestor.  
  
Arrange escort agreement if required.
6. Ensure that appropriate signage is posted to provide users with names and phone numbers to contact for service, supplies, and other issues.
7. Ensure that users of the machine are properly trained.
8. Ensure that sign is posted to notify copy machine users about (1) the use of the machine for official purposes only and (2) U.S. copyright law that governs the making of photocopies or other reproduction of copyrighted material.
9. Maintain required accounting information and paperwork for the Copier Management Program.

**C. Obtaining Printing and Related or Auxiliary Equipment**

**NOTE:** Printing and related/auxiliary equipment are those equipment items identified in the latest edition of the Government Printing and Binding Regulations, published by the JCP, that apply to the process of composition, plate-making, presswork, binding, and distribution. All staffed copy centers are governed by these regulations also.

**Director/  
Division  
Manager**

1. Forward requisition and other documentation for acquisition of printing and related or auxiliary equipment to the manager Printing and Copier Management.
2. Review and evaluate requisition and documentation for compliance with regulations.
3. Initiate the approval process consistent with existing Government Printing and binding Regulations.

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**RECORDS**

Records generated as a result of this procedure are maintained in accordance with Y-12 records management practices and established retention and disposition schedules.

**SOURCE  
DOCUMENTS**

- Title 44, United States Code, *Public Printing and Documents*.
- *Government Printing and Binding Regulations*, Joint Committee on Printing, Congress of the United States, No. 26, Feb. 1990.
- Public Law 102-392, July 22, 1994.